

CD50-OWI-005

REVISION C

EFFECTIVE DATE: October 24, 2002

ORGANIZATIONAL ISSUANCE

CD50

EMPLOYEE, RETIREE AND OFFICIAL
VISITORS ADMISSION POLICY TO THE
U.S. SPACE & ROCKET CENTER

APPROVING
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
Shar Hendrick	Manager, Government & Community Relations Department	CD50	10/24/02

CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/8/99	OWI Baselined
Revision	A	7/17/00	Quality Record Identification, Repository and Retention revised.
Revision	B	8/1/01	Grammatical error in 5.2 Change persons who have authority to e-mail requests
Revision	C	10/24/02	Change persons who have authority to e-mail requests Clarification of process

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1. PURPOSE

This document provides instructions on processing requests received from NASA employees and their immediate family members, Marshall Space Flight Center retirees and their spouse, and official visitors to MSFC who request free admission to the U.S. Space & Rocket Center.

2. APPLICABILITY

This OWI applies to all CD50 employees who have authority to grant free admission to the U.S. Space & Rocket Center.

3. APPLICABLE DOCUMENTS

Memorandum of agreement between the Alabama Space Science Exhibit Commission and NASA Marshall Space Flight Center

4. DEFINITIONS

a. NASA employee: A civil service employee currently employed by the National Aeronautics and Space Administration.

b. Marshall Space Flight Center employee's immediate family members: A current employee's spouse and dependent children under the age of 21 who live at home.

c. Marshall Space Flight Center retiree and spouse: A person who retired from NASA's Marshall Space Flight Center or the spouse of a retired Marshall employee.

d. Official visitors: A person or group visiting Marshall Space Flight Center in an official capacity for official business who desires to enhance the visit by touring U.S. Space & Rocket Center.

e. Guest register: A list managed by the U.S. Space & Rocket Center staff for adding official visitors and other NASA employees for free admission.

5. INSTRUCTIONS

In accordance with the Memorandum of agreement between the Alabama Space Science Exhibit Commission and NASA Marshall Space Flight Center, this OWI relates to the request and process of

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granting free admission for NASA employees and their immediate family members, Marshall Space Flight Center retirees and their spouse, and official visitors to the U.S. Space & Rocket Center.

Action by CD50:

5.1. Receive an e-mail or telephone call from a NASA employee, Marshall Space Flight Center retiree, or an official visitor requesting free admission to the U.S. Space & Rocket Center.

5.2. If the requester is not a NASA employee, Marshall Space Flight Center retiree, or an official visitor, the requester is referred to the NASA Exchange to purchase discounted tickets.

5.3. All current MSFC employees and MSFC retirees are advised to show their badge to the U.S. Space and Rocket Center Guest Services desk and they will be granted free admission for themselves, spouse, and immediate family members under the age of 21.

Official visitors of the MSFC are placed on the guest register at the U.S. Space & Rocket Center via email to Director of Guest Services. The Government & Community Relations Manager has identified the following persons to have authority to e-mail requests to the U.S. Space & Rocket Center Guest Services Director: Tricia Kennedy, Sandra Turner, Judi Hollingsworth, Tracy Lamm, Rosa Kilpatrick, and Shar Hendrick

6. NOTES

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

9. RECORDS

Quality Record	Repository	Retention
Electronic messages sent to the U.S. Space & Rocket Center for placement on the	Maintained by U.S. Space & Rocket Center Liaison	NPG 1441.1 Schedule 1/37 [1382B.] Destroy when 2 years old.

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guest register		
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10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

See Figure A

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Figure A
Employee, Retiree and Official Visitors Admission
Policy to the U.S. Space & Rocket Center

